

Discord Guide

*Originally by Syleniel; updates by Arethinn
Last updated 10/26/2024*

We're glad you're joining us for Shining Hearth! The event is held over Discord on a dedicated server. This guide will help you get set up and connected.

Quick Start

Here's a brief overview of how to join us:

1. [Create a Discord account.](#)
2. [Install the Discord app.](#) *(Optional if you are not on mobile, but highly recommended.)*
3. [Set up your audio.](#)
4. [Join the Shining Hearth server](#) using your invite code.
5. [Set your nickname on the server.](#) *(Optional)*
6. [Allow direct messages from server members.](#) *(Recommended)*
7. [Post an introduction](#) in the **#introductions** channel.

To attend a presentation or show during the gather, [connect to the voice channel where it is held](#) and make sure your microphone is muted. You can put questions or comments in the text chat. Depending on the nature of the workshop, it may also be okay to unmute and speak, but ask the presenter first.

How to get help

If you've joined the server, post a message in **#help-desk**. Begin your message with **@Committee** and Committee members will get a notification that there is someone asking for help.

If you're not able to get into the server, send an email to staff@shininghearth.net.

You will need

- **A Discord account.** If you don't already have an account, [create one](#).
Your email address is not visible to other users, but your username is, so choose it carefully.
- **The [Discord software](#) or a desktop web browser (Firefox, Chrome, Edge, Safari, etc.)** Discord is available for Windows, Mac, Linux, Android, and iOS/iPadOS. Your

account works everywhere no matter how you access Discord, and you can log in from multiple places at once.

You can't use the web version of Discord on a mobile browser. If you're using a phone or tablet, you must install the app.

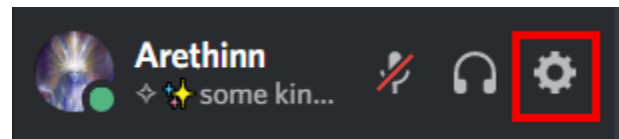
Get familiar with Discord

[This guide on wikiHow](#) can help you get comfortable with Discord. (Note that its screenshots show the desktop version.)

Discord's settings are in a slightly different place depending on whether you're on desktop or mobile, which mobile app you are using, and whether you are in landscape or portrait orientation on mobile. On either mobile version, if you don't see the gear or your picture, first tap the back arrow at the top left.

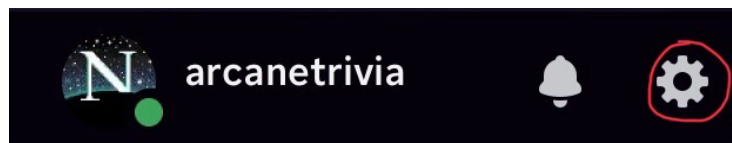
Desktop/web:

At the bottom left of the screen near your picture, click the gear.



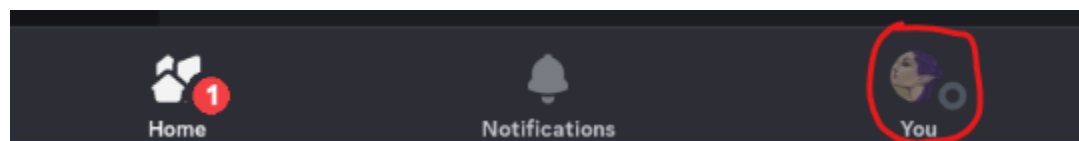
iPadOS:

At the bottom left of the screen near your picture, tap the gear.

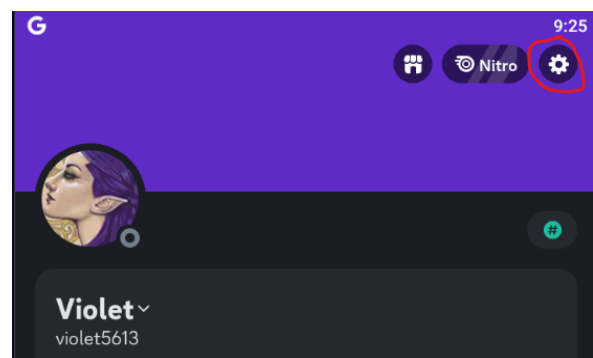


Android:

First, at the bottom right of the screen, tap your picture. (It may be a bit difficult to see because it's dimmed when you're not in the settings.)



Then, at the top right, tap the gear.



Set up your audio

To make sure you can hear and talk to other people, look at the **App Settings > Voice & Video** section. (On mobile, this is called just **Voice**).

On desktop, you can choose input and output device, input and output volume, and whether you are in push-to-talk or voice activity mode.

Mobile devices have only one microphone and speaker, so you are only able to control talk mode and output volume.

[Here's a tutorial video.](#) (It's a few years old and Discord has added some settings since then, such as the Soundboard, but it should work for the basics.) If you prefer a text guide with screenshots, [here's one from HowToGeek](#). Discord also offers a link to a [troubleshooting guide](#) within the settings. Or we may be able to help you in the **#help-desk**.

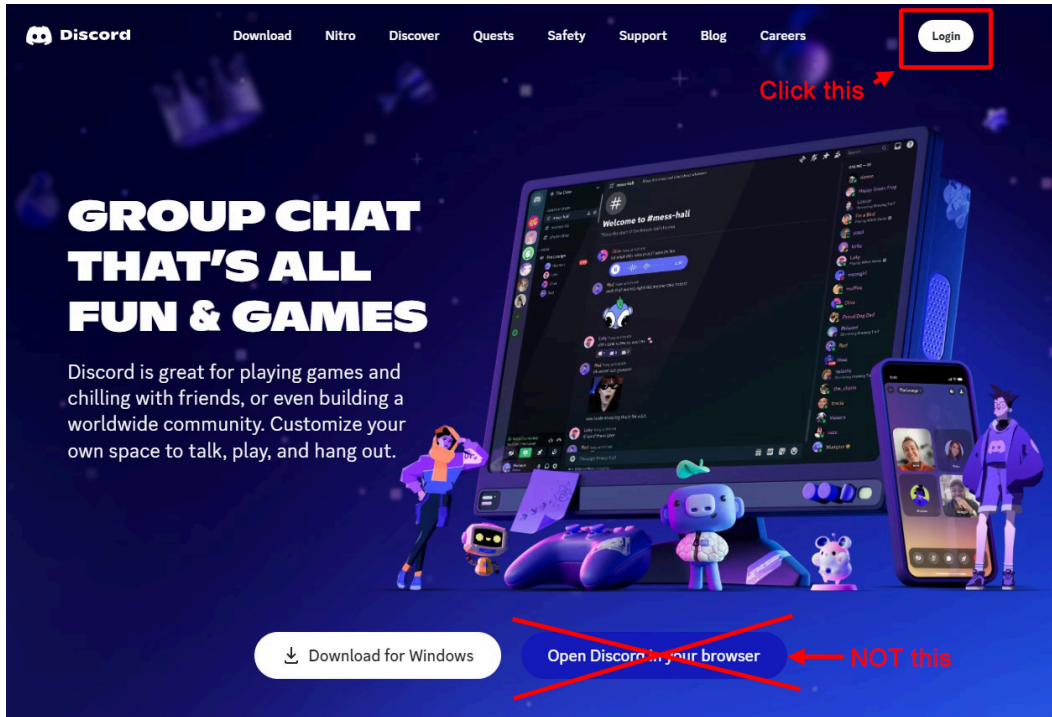
On desktop, leaving the input and output devices set to **Default** usually works, but if you have trouble with not hearing audio or your microphone not picking you up, it may help to explicitly choose the device you want in the dropdown menus. If you try to change devices after you are already connected to a stream, Discord may not honor the choice and you may need to disconnect and reconnect to the stream to get it to work.

Join the Shining Hearth server

1. Within one week after you register, you will receive an invite code for the Discord server via email. Look for an email with the subject line **Welcome to Shining Hearth!** It will contain a code that looks like this: **fk3krt4wND**
2. Open the Discord app or [website](#).
3. Log in to your account, if you are not already logged in.

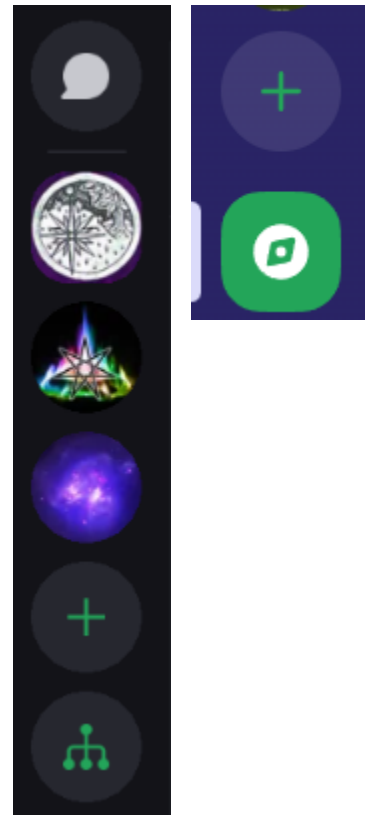
IMPORTANT: If you are using a web browser, the correct login button is at the top right of the page. (See the picture below.) **Do not** click the button further down that says "Open Discord in your browser", or Discord will try to get you to create another new account.

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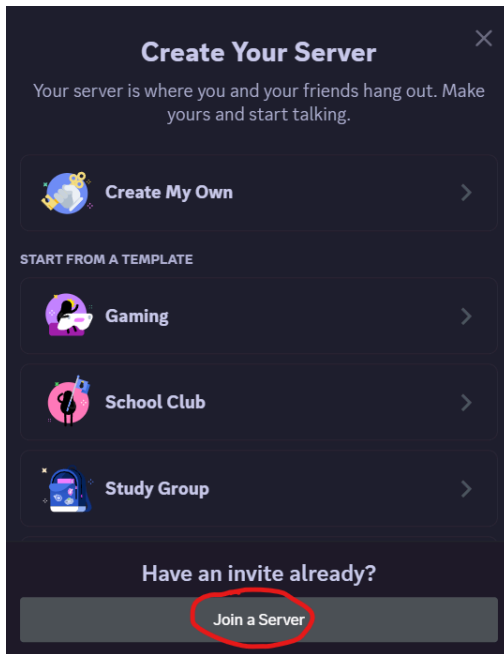


4. Find your server list on the far left of the screen. (If you don't see the server list on mobile, first tap the back arrow at the top left.) If you're not a member of any other servers, you will only see the green plus and either the Student Hub or Discover buttons.
5. Click or tap the **green plus** at the bottom of the list.

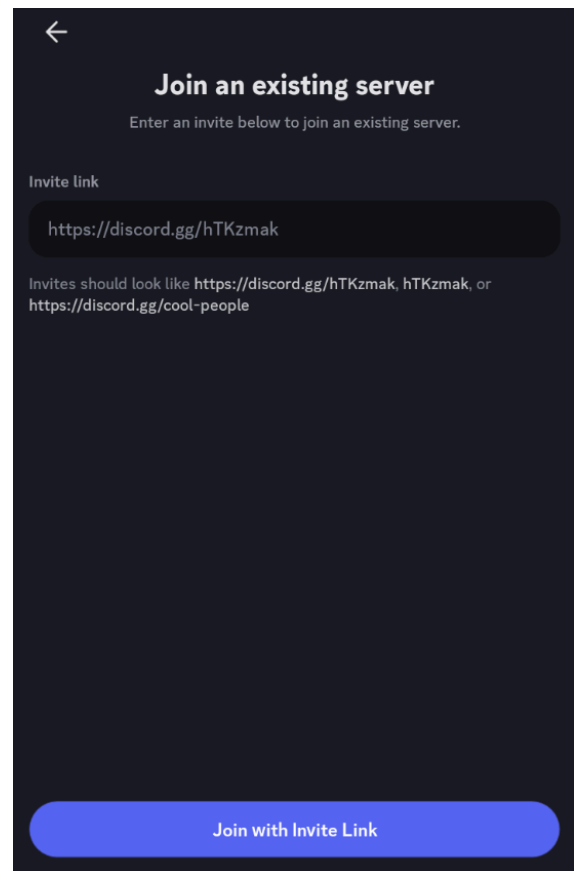
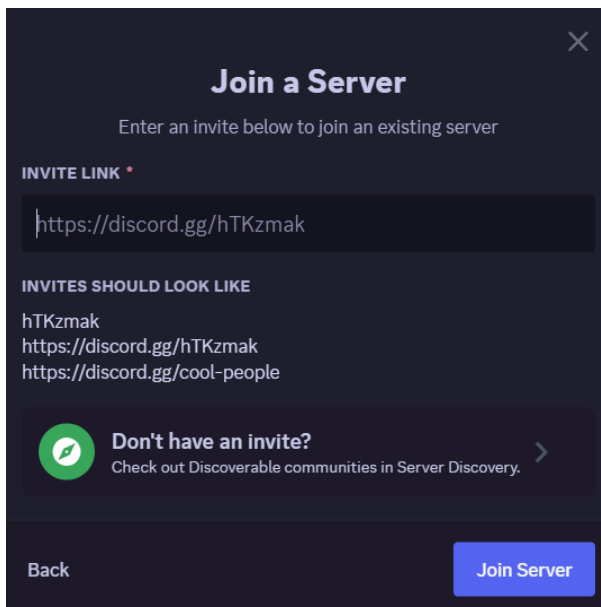
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6. Click or tap the button at the bottom of the popup that says **Join a Server**. (Desktop shown, but mobile is similar.)



7. Copy the invite code from the email, paste it into the **Invite Link** box, and click/tap the blue **Join Server** or **Join with Invite Link** button.



8. You will land in Shining's Hearth's **#announcements** channel. Before the gather, just a few other channels will be visible in the list on the left:



On mobile, you may need to tap the back arrow at the top left to see the channel list.

You are welcome to talk in **#off-season-chat** until it's time for the event. On the day before the gather begins, an announcement will be made when **#check-in-here** is open to check in for the event and gain access to all the event-related channels. **#off-season-chat** is closed while the gather is underway.

Set your nickname on the server (optional)

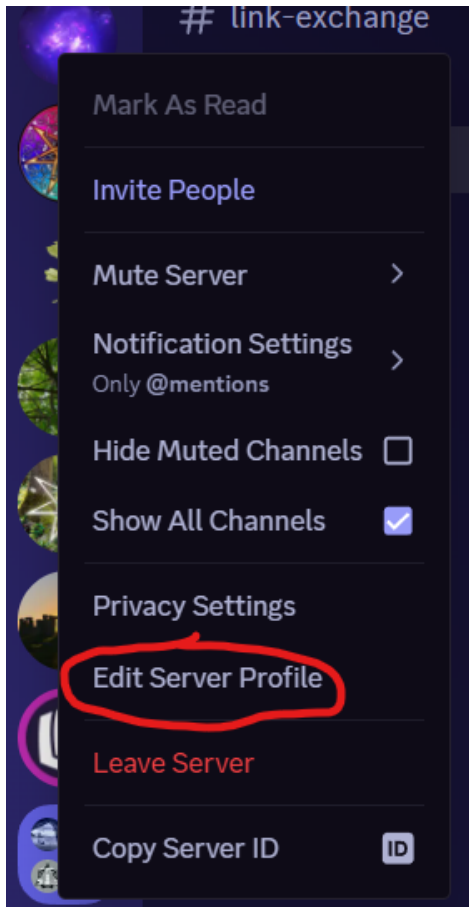
You may want to use a nickname at Shining Hearth that isn't the same as the username or display name you selected for your Discord account; for example, a name you use in the Otherkin community.

There are several ways to access this setting on both desktop and mobile, but to keep it simple we'll just describe one for each.

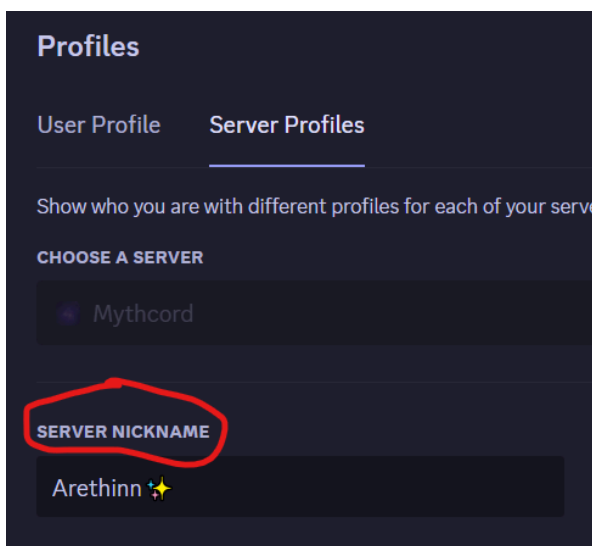
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Desktop:

1. Right-click the server icon in the server list on the left of the screen, then click **Edit Server Profile**.



2. Click in the **Server Nickname** box and enter your desired nickname.

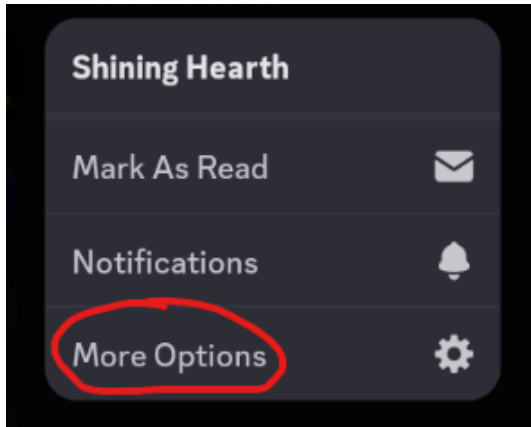


3. Click the green **Save Changes** button at the bottom to save.

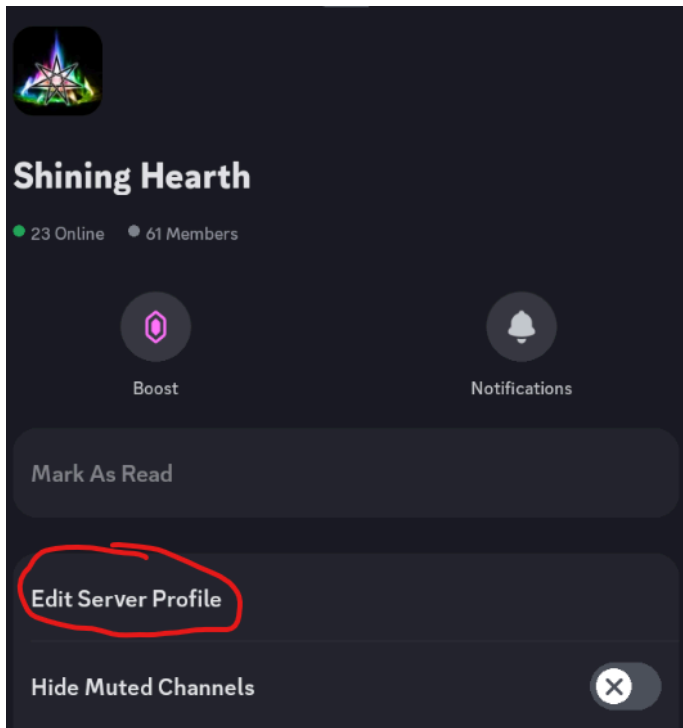


Mobile:

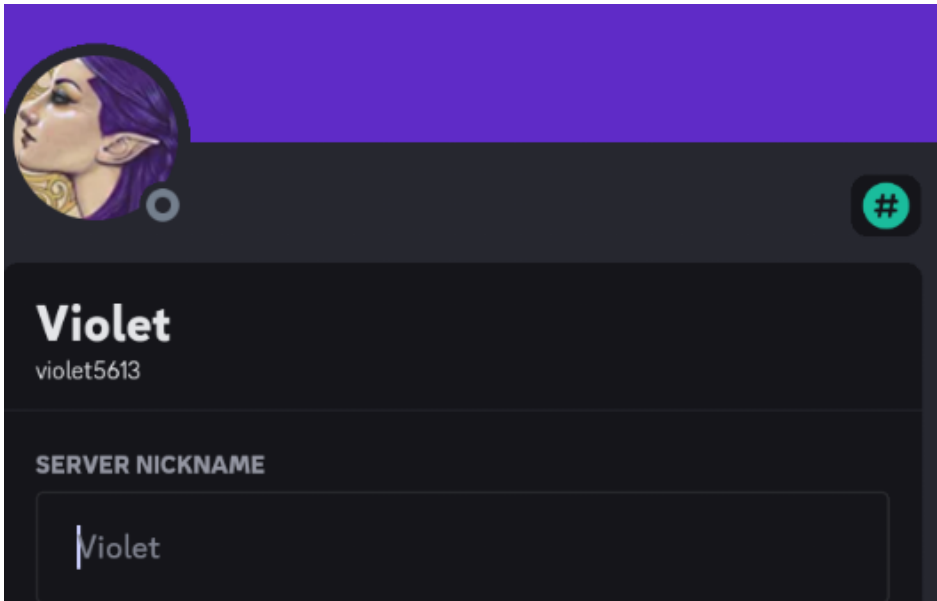
1. Long-press the server icon in your server list, then tap **More Options**.



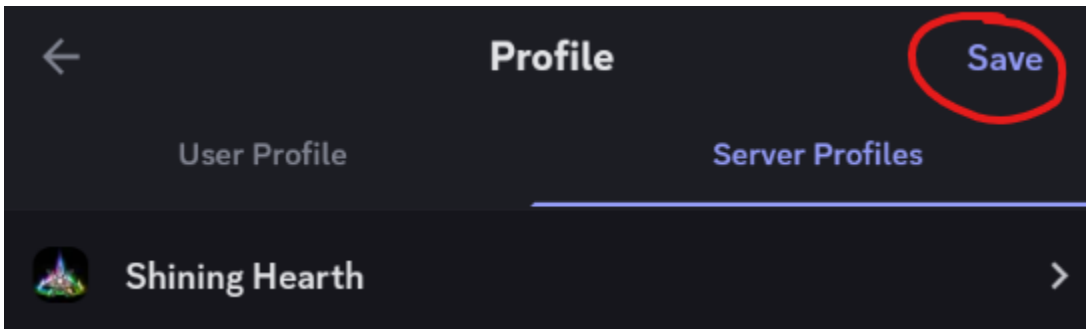
2. Tap **Edit Server Profile**.



3. Tap in the **Server Nickname** box and enter the nickname you want to use.

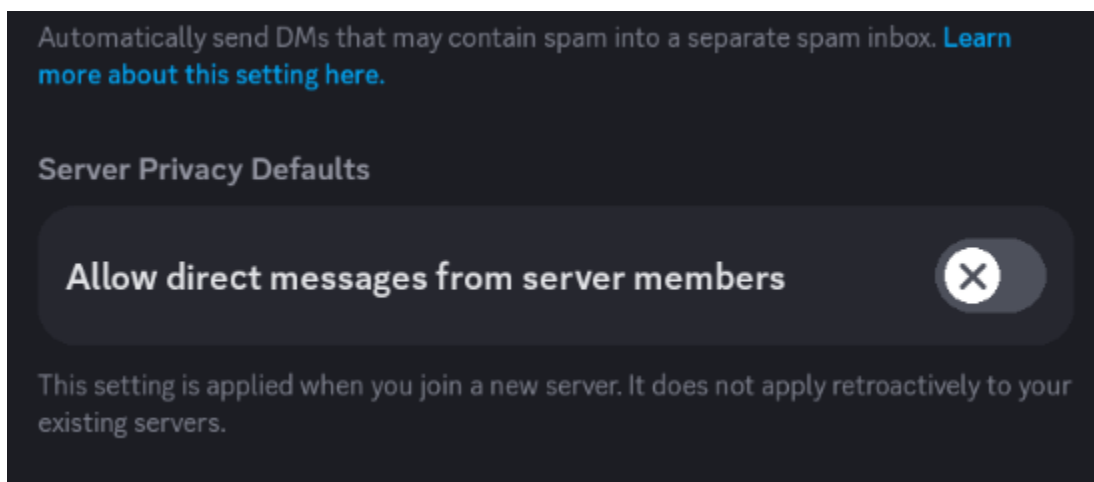
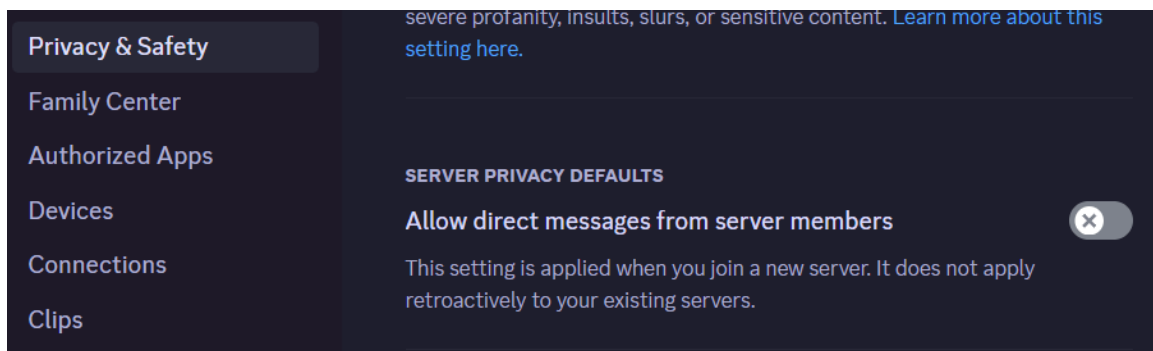


4. Tap **Save** at the top right.



Allow direct messages (recommended)

Open **Discord settings** (gear button) > **Privacy & Safety** and scroll down to **Server privacy defaults**.

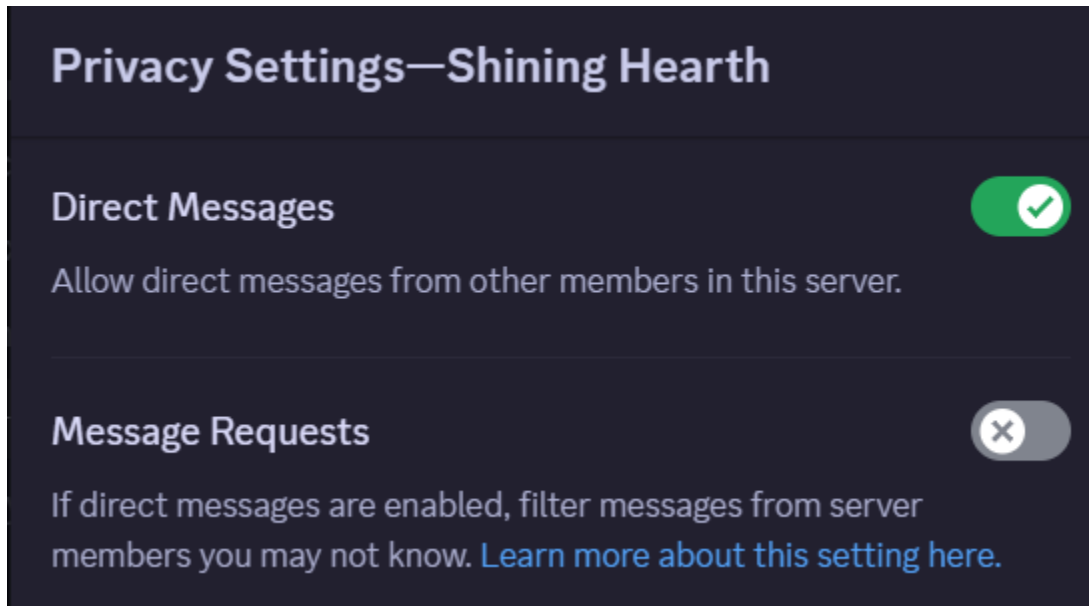


This setting to **Allow direct messages from server members** is set to **On** by default when you install Discord. Whenever you join a new server, whatever setting you have chosen here (on or off) is applied to the individual settings for that server.

If you decided to turn this option off in Discord before you joined Shining Hearth, we encourage you to allow messages *just for this server* so that staff can contact you privately if they need to. Here's how:

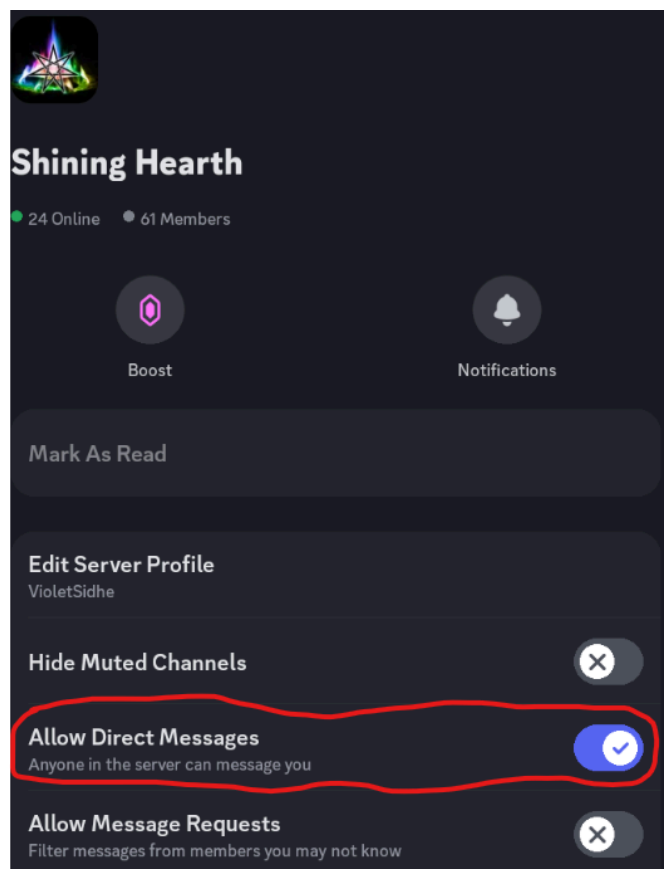
Desktop:

1. Right-click the Shining Hearth server icon and click **Privacy Settings**.
2. Turn on the first switch to allow **Direct Messages** from other members of the server.



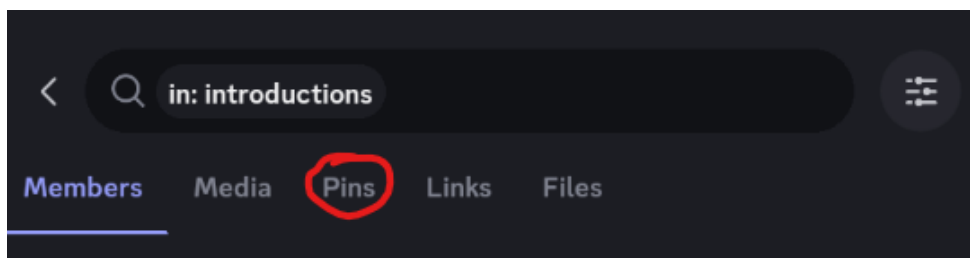
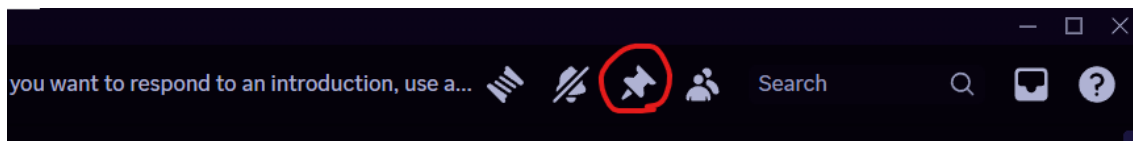
Mobile:

1. Long-press the server icon and tap **More Options**.
2. Scroll down if needed (depending on your screen size and orientation).
3. Tap the switch to **Allow Direct Messages**.

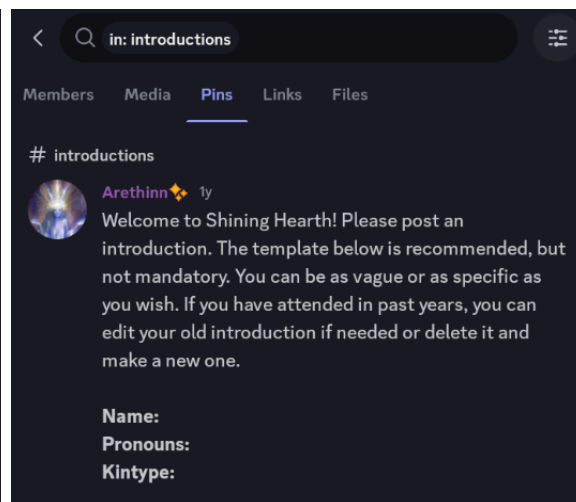
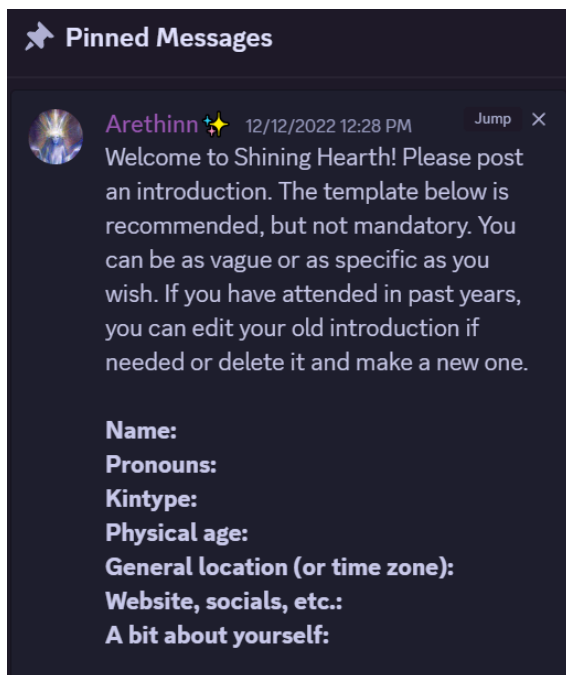


Post an introduction

1. Go to the **#introductions** channel.
2. On desktop, click the pushpin up towards the top right of the screen.
On mobile, tap the Search magnifying glass at the top right, then tap **Pins**.



3. This will pop up the pinned message, which has a suggested template.



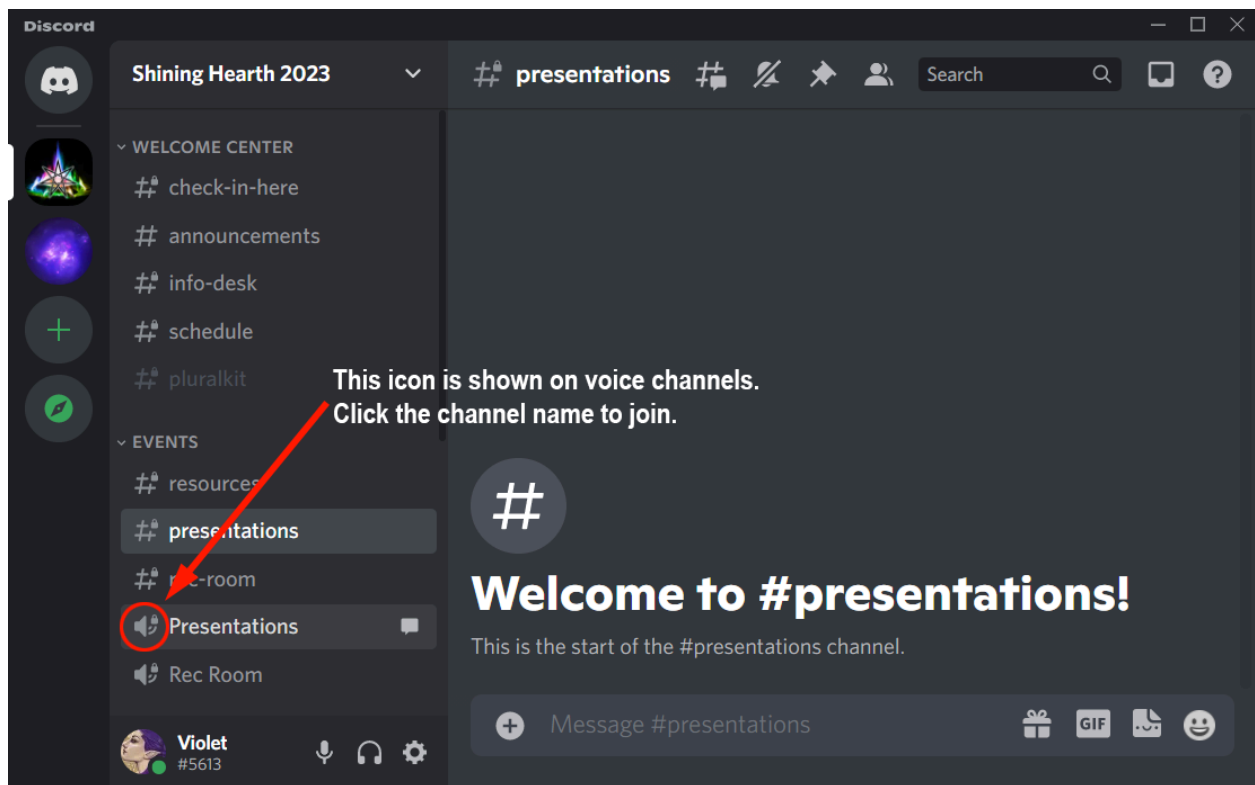
4. On desktop, you can copy and paste the bolded text right from this popup into your own introduction message.
On mobile, to copy the needed text, first tap the message to jump to it at the start of the in the #introductions channel. Long-press the message and tap **Copy Text**. Now you can paste it into your own introduction message. (Be sure to delete "Welcome to Shining Hearth! Please post an introduction", etc. - everything but the bold text.)

Voice Chat and Video Streaming

Voice chat and video streaming happen in voice channels.

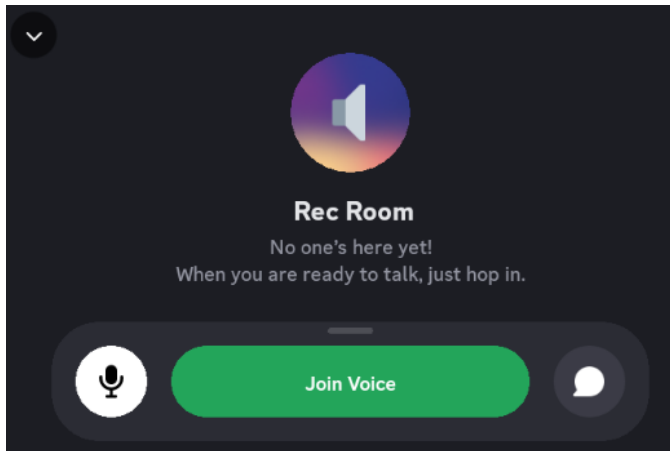
To join a voice channel:

On desktop, simply click on the name of any channel that has this audio/speaker icon and you will join it.



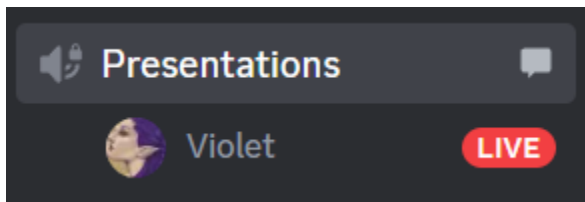
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On mobile, tap the channel name and then the green **Join Voice** button at the bottom.



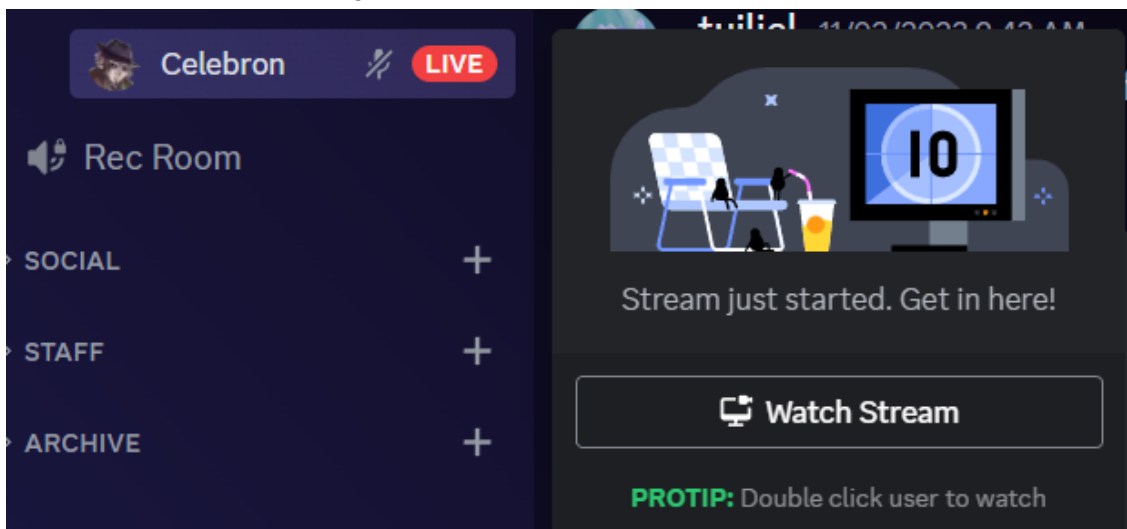
To watch a stream:

When someone in a voice channel is sharing their screen (for example, a presenter's slideshow), you will see a **LIVE** Live icon next to the name of the person broadcasting.

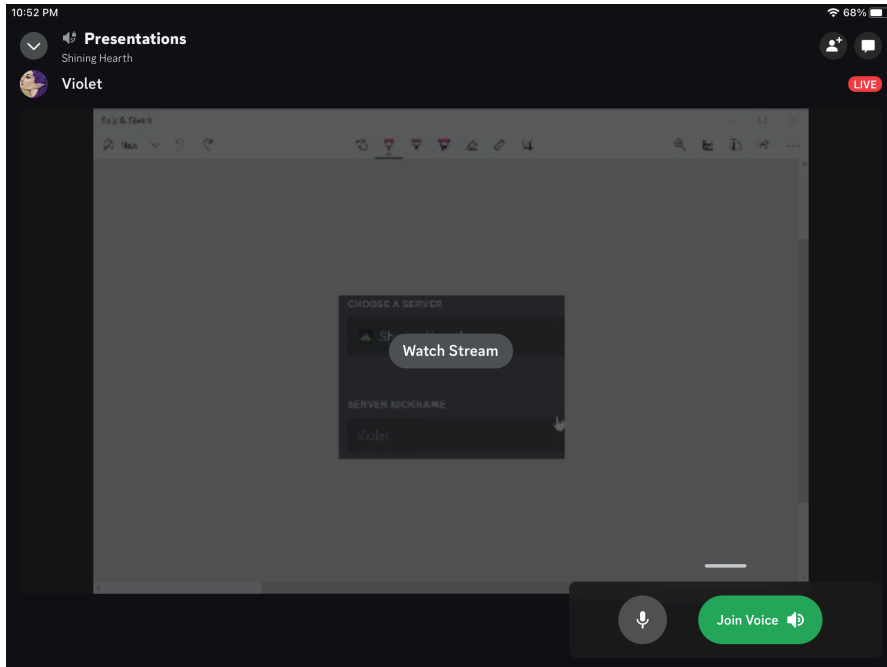


If you are already in the voice channel when they begin streaming, you will see a new video thumbnail pop up inviting you to **Watch Stream**. Click or tap it to start watching.


If you're not already in the voice channel when someone "goes live", hover over or tap the user's name in the channel list to get a popup:



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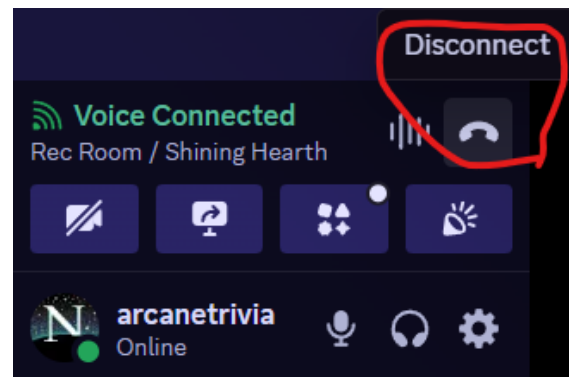
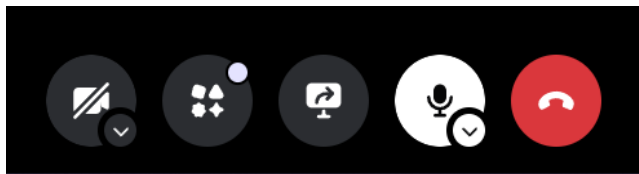
Clicking Watch Stream here will make you automatically join the voice channel as well.

If someone is broadcasting their camera, you will see an icon of a video camera  next to their name. To see their video, just join the voice channel they are in. Unlike screen sharing, you will automatically see the video without having to take any extra action.

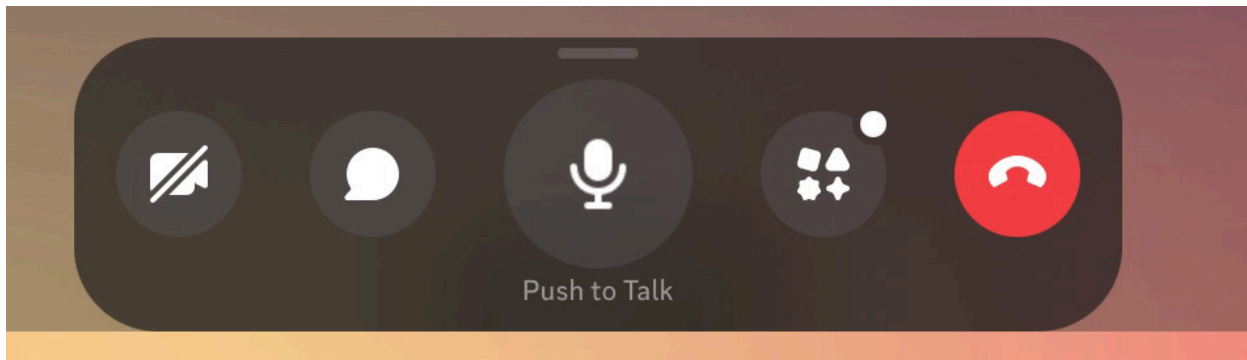
While in a voice channel or watching a video stream, the controls will automatically hide after a few seconds. To bring them back, move your mouse or tap anywhere on the screen.

To leave a voice channel:

On desktop, either click the channel name (if you're not already focused on it) and then click the red Disconnect button that appears at the bottom of the screen, or click Disconnect above your name and picture at the bottom left.



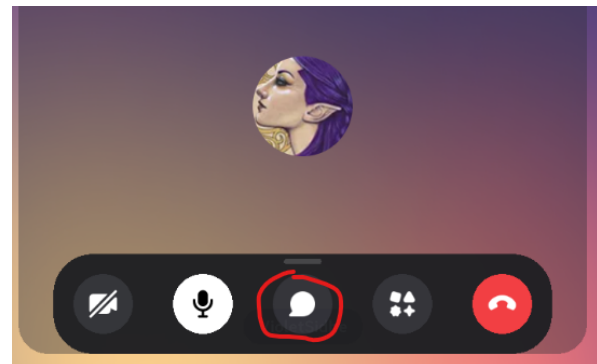
On mobile, tap the screen to bring up the control box where you can disconnect.



Text chat for voice channels:

The Presentations, Rec Room, and Voice Chat channels each have their own text chat that is directly linked to the and does not appear separately in the list of channels.

To open the text chat, click or tap the **speech balloon** at the top right of the screen on desktop, or at the bottom of the screen on mobile. (If you don't see the controls, move your mouse or tap the screen to bring them up.)



On desktop, the chat will appear in a sidebar on the right-hand side of the screen. To close it, click the X at the top right.

On mobile, the chat window will slide up from the bottom and replace the voice chat user thumbnails or video stream. To go back to the thumbnails or stream, swipe downwards or tap the X at the bottom right.